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13 October 1964

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Medical Staff
Special Support Assistant to the DD/S
Executive Officer to the DD/S&T

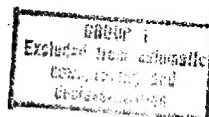
SUBJECT : Management of JOT's Assigned to Support Career Services

1. Colonel White requests that you attend a meeting on 16 October 1964 at 10:00 a.m. in the DD/S Conference Room, 7 D 34, for the purpose of discussing the above subject and determining how good management can best be accomplished.

2. As you know, the Support career services last year reviewed their requirements for JOT's resulting in requests for recruitment of a greater number of JOT's to meet future requirements. Incident to this expanded program, Colonel White addressed the field recruiters on 22 September 1964 concerning the recruitment of more JOT's for the Support organization and gave them a description of the type person we are now looking for as a Support JOT. He addressed the current JOT class on 8 October 1964 at which time he gave this group an idea of the management procedures he had in mind for those who are assigned to DD/S components.

3. Perhaps the most important management policy which is evolving regarding the JOT's is that of central control during the early period of assignment. This would include rotation among components and in general the opportunity to have a wide variety of experience during the first several years of duty with the Support complex. Most young people seem reluctant to commit themselves to a career in one Support specialty at the outset and it is felt they should not be expected to make such a commitment until they have had an opportunity to gain a broader exposure to the Support role in the Agency. Further, we need to learn enough about the JOT's to permit the right decision as to where their long-range services would best be utilized.

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2

4. The Support career services now have 21 of the 24 JOT's (internal as well as external) who have been assigned to the Support organization. Many of them are now in grades GS-11 through GS-14. In addition we expect ten JOT's in grades GS-7 through GS-9 to be available for detail to the Support career services within a few days. Some of these are "earmarked" by the JOT Program Staff as Support generalists. Others are "earmarked" for Logistics, Personnel and Security. In order to best serve the interests of the Support career services as well as the JOT's who are now on board or will be coming on board in the near future we need to accelerate the development of a plan which will put into effect the policy of central control, rotation and a wide variety of experience during their first several years of duty.

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Executive Officer to the
Deputy Director for Support

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TRANSMITTAL SLIP		DATE 13 October 1964
TO: SSA-DD/S		
ROOM NO. 7 D 16	BUILDING Headquarters	
REMARKS:		
FROM: EO-DD/S		
ROOM NO. 7 D 24	BUILDING Headquarters	EXTENSION 6535
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		
GPO : 1957-O-439445 (47)		